



# **Indiana Greening the Government Program**

**2001-2003 Activity Report**

**Submitted to Governor Joseph Kernan  
Earth Day, April 22, 2004**

## Acknowledgements

The following report was made possible with the cooperation and input of many state agencies. Thirty - two of over sixty state of Indiana agencies completed Greening the Government Annual report surveys. These surveys provided information and feedback about the implementation status of Greening Programs throughout state government locations. In addition, various agency and department representatives closely involved in specific programs that achieve Greening Program goals and objectives provided information.

The Greening the Government TaskForce members listed below reviewed the document in depth. On behalf of the full Greening the Government TaskForce, we are pleased to submit the following activity report.

Sincerely,

Janet Fox, Director  
Indiana Greening the Government Program  
Indiana Department of Administration  
Greening the Government Taskforce Co-Chair  
317-232-7658  
[jfox@idoa.IN.gov](mailto:jfox@idoa.IN.gov)

Paula Smith, Director  
Office of Planning and Assessment  
Indiana Department of Environmental Management  
Greening the Government Taskforce Co-Chair  
317-233-1210  
[psmith@dem.state.in.us](mailto:psmith@dem.state.in.us)

### ***Indiana Greening the Government Taskforce Members (as of December 31, 2003):***

Tim Crouse, Indiana Department of Labor  
Brenda Dausch, Bureau of Motor Vehicles  
Mary Beth Davis, Family and Social Services Administration  
Ric Edwards, Indiana Department of Natural Resources  
Matthew Frazer, Indiana Department of Transportation  
Monica Hartke-Tarr, Indiana Department of Environmental Management  
Julie Otto, State Personnel Department  
Ken Moss, Indiana Department of Correction  
Paige Richardson, Indiana State Police  
Tiffany Sorge, Indiana Department of Commerce  
Gregory Williams, Indiana State Department of Health

### ***Indiana Greening the Government Executive Advisory Committee (as of December 31, 2003):***

Chuck Martindale, Commissioner, Indiana Department of Administration  
Lori Kaplan, Commissioner, Indiana Department of Environmental Management  
Carrie Doehrmann, Policy Director for the Environment and Natural Resources, Office of the Governor  
Paula Smith, Director, Office of Planning and Assessment, Indiana Department of Environmental Management and GtG TaskForce Co-Chair  
Janet Fox, Director, Indiana Greening the Government Program and GtG TaskForce Co-Chair



## Table of Contents

<i>Acknowledgements .....</i>	<i>2</i>
<i>Executive Summary.....</i>	<i>4</i>
<i>Introduction.....</i>	<i>6</i>
<i>Employee Education and Reward System .....</i>	<i>8</i>
<i>Reuse and Recycling Activities.....</i>	<i>11</i>
<i>Environmentally Preferable Purchasing.....</i>	<i>16</i>
<i>Pollution Prevention and Energy Efficiency.....</i>	<i>18</i>
<i>Employee Transportation Options .....</i>	<i>21</i>
<i>Greening the Government Program Management.....</i>	<i>22</i>
<i>Recommendations and Areas for Further Exploration .....</i>	<i>23</i>



## Executive Summary

On Earth Day April 22, 1999, the late Governor Frank O'Bannon signed Executive Order 99-07, Greening the Government, with the intent of comprehensively improving the environmental performance of State of Indiana operations and, in many cases, making those operations more efficient and cost-effective. The umbrella approach of the Greening the Government initiative brought together and built upon many individual in-house environmental programs that were previously begun in various agencies.

When the Executive Order was initially signed, several provisions began immediately. Measures to reduce the amount of paper generated by the routine tasks of running state government were specified. The Greening the Government Taskforce was appointed and consisted of representatives from the State's twelve largest agencies.

During the year that followed, the Taskforce developed the Greening the Government Plan to provide guidance and aggressive measurable goals. In May of 2000, Greening Indiana's Government: A Plan to Implement Executive Order 99-07 was unveiled. The Plan addressed the following topics:

- Employee Education and Reward System
- Reuse and Recycling Activities
- Environmentally Preferable Purchasing
- Pollution Prevention and Energy Efficiency
- Employee Transportation Options
- Greening Program Management

Since the Greening the Government Plan was unveiled, and with the cooperation, enthusiasm and leadership of many state employees, all of the Plan's provisions have been further researched, begun, are being phased in or have been completed. The Greening Program's First Annual Report was released on July 31, 2001 and focused on initial Program implementation. Additional recommendations to strengthen the Greening efforts were also included. In September of 2003, Governor Joseph Kernan signed Executive Order 03-27, Indiana Greening the Government, which continued this comprehensive effort.

This second Activity Report highlights on-going and new Greening activities during 2001-2003:

- The Greening the Government Website at [www.IN.gov/greening](http://www.IN.gov/greening) provided a vast array of accessible program information and printer-ready tools to keep Greening easy.
- The establishment of "Green Rooms" within many state facilities has created an infrastructure to conveniently reuse gently-used office supplies within and between agencies.
- The State government recycling program operating within Marion County continues to divert over 1,000 tons per year of recyclable materials from disposal facilities. Annual market-based revenues received for these recyclables have ranged from \$11,000 to over \$28,000. Between \$44,000 to \$47,000 in annual avoided disposal fees have been realized as a result of state facilities participating in this program.
- Money earned from the State government recycling program helped to fund eight new greening projects within various state agencies.
- The recovery rate for used beverage containers recycled at the Indiana State Fair increased to 40% in 2003. A record-breaking 878,000 people attended the 2003 Fair!
- The State of Indiana's yearly purchase of recycled-content commodities has increased from 11% in FY 99-01 up to a high of 47% in FY 02-03. Purchase of recycled-content commodities closes the "recycling loop" and supports recycled-content product businesses. The State also increased its purchase of energy-efficient equipment.
- Two major State health-care facilities are under construction using the United States Green Building Council's (USGBC) Leadership in Energy & Environmental Design (LEED)<sup>TM</sup> system. These green buildings are "firsts" of their kind for Indiana. Smaller projects are also reviewed for green building opportunities. The State is a national member of the USGBC and is taking a leadership role in Indiana's developing network of green building professionals.



- To help reduce mercury in our environment, a collection event was held for state employees to trade-in old mercury thermometers for proper recycling and to receive a digital one in exchange.
- Increased promotion of alternatives to single-occupancy vehicles, such as bicycling and local bus-riding options, took place during the 2003 Hyperfix interstate construction project, which impacted street traffic near the Indiana Government Center.
- Many more projects are featured in the full report that follows.

State employees are key to making Greening efforts a success. By rethinking and changing procedures and behaviors, state employees are working together and demonstrating that both large and small actions make a positive difference. Whether by visiting the Greening Web site for information to share with co-workers, reusing and recycling materials, purchasing environmentally preferable products, conserving energy, constructing green buildings, preventing pollution, re-fueling fleet vehicles with Ethanol-85 fuel, bicycling, carpooling, participating in alternative work schedules and more ... "It's EASY to GO GREEN!"

Making Greening initiatives a part of the way we do business will continue to require active interaction and partnerships between state agencies and other parties. Communication, education and outreach to a wide range of individuals within and outside of State agencies will further Greening's impact and can serve as a positive model for others. Continued interaction with states and national groups who are developing their own environmental and sustainability programs will continue to play a crucial role in order to learn from each other and share successes beyond state boundaries.

As this report describes, much is being done to Green Indiana's state government. These are on-going efforts. With Greening's broader perspective, program initiatives have resulted in internal State operations that deliver government services and at the same time, demonstrate leadership as responsible environmental stewards in efficient and cost-effective ways. For specific program details, visit [www.IN.gov/greening](http://www.IN.gov/greening). And, thanks for doing YOUR part to Green Indiana!



## Introduction

On Earth Day, April 22, 1999, the late Governor Frank O'Bannon signed Executive Order 99-07, Greening the Government, with the intent of comprehensively improving the environmental performance of State of Indiana operations and, in many cases, making those operations more efficient and cost-effective. Although the Executive Order was signed in 1999, initiatives to meet some of the defined objectives of the Executive Order had been put into place in previous years and were in different states of implementation within various agencies. The comprehensive approach of the Greening the Government effort built upon these previous efforts and recommended additional measures. In September of 2003, Governor Joseph Kernan signed Executive Order 03-27 to continue Indiana's Greening the Government initiatives.

When the Executive Order was initially signed in 1999, several immediate steps went into place, including:

- The appointment of Agency Greening Coordinators;
- The duplexing (double side) of all copy and printing operations as feasible;
- The purchase and recycling of re-refined motor oil in a closed-loop system;
- The establishment of employee education tools, such as the Greening the Government Web site.

The Executive Order also established a Greening the Government Taskforce, comprised of representatives from the State's twelve largest agencies to develop guidance and aggressive measurable goals. The agencies represented on the Taskforce included the Bureau of Motor Vehicles, Family and Social Services Administration, Department of Administration, Department of Commerce, Department of Correction, Department of Environmental Management, Department of Labor, Department of Natural Resources, Department of Transportation, Department of Health, State Police, and State Personnel Department.

In the subsequent ten months, the Taskforce met every other week to develop a comprehensive plan which outlines the actions agencies should take to implement the requirements of the executive order. On May 25, 2000, the Greening Indiana's Government: A Plan to Implement Executive Order 99-07 was unveiled. The Plan addresses the following topics:

- Employee Education and Reward System
- Reuse and Recycling Activities
- Environmentally Preferable Purchasing
- Pollution Prevention and Energy Efficiency
- Employee Transportation Options
- Greening Program Management

A final part of Executive Order 99-07 focused on Paperless Office Projects. As part of these projects, several Government Management Information Systems (GMIS) operational changes have been and continue to be implemented to reduce the amount of paper and human intervention required to conduct the routine administrative tasks of running state government. Most recently, the Indiana Department of Administration's Procurement Division has put into operation a new eCommerce approach to purchasing. Instead of numerous agency and then IDOA forms needing to be prepared, many of these forms are now replaced with Web pages and electronic authorizations. Incorporation of this eProcurement system in an agency that already has implemented PeopleSoft Financials through GMIS will result in the accounting work being done "behind the scenes" in essentially a paperless environment.

In addition, continued development and promotion of the State's electronic phone and email directories, increasing the number of state forms that are available electronically, and publishing state documents, reports and newsletters for downloading via the State's Web site are all measures that have resulted in savings of paper, printing, paper document storage space and the future need for old document recycling.

Since the Greening the Government Plan was unveiled in May of 2000, most of its provisions have begun, others are in various stages of being phased in and some are completed. Some sections of the Plan apply to all agencies and other sections apply only to agencies with facilities located outside the Indiana Government Center or to specific facilities. For agencies located entirely within the Indiana Government



Center, the Indiana Department of Administration (IDOA) handles many of the facilities management issues outlined in the Plan.

The Greening the Government Program is managed within the Indiana Department of Administration. The Program's Director is also Co-Chair of the Greening the Government Taskforce with the other Co-Chair from the Indiana Department of Environmental Management. Periodic meetings are held with the Commissioners from both agencies and the Greening Liaison from the Governor's office to report progress and to receive advice. In addition, periodic Taskforce meetings are held to ensure ongoing agency input in the Greening the Government efforts. The Greening Program previously included one full-time assistant, which has been unfilled since early 2002 due to budget constraints. Nevertheless, the Greening Program has recruited assistance from a wide range of state, not-for profit and private sector partners to achieve Greening Program goals.

This report is intended to review progress in implementing the Greening the Government Plan, through December 2003 unless otherwise noted. This report was developed from information gathered and compiled from many sources, including the Greening the Government Annual Survey to agencies that were returned in the spring of 2002, various reports and correspondences with specific agencies and information gathered by the GtG Program Director and Taskforce members. The information in the following report corresponds to the major sections of the Greening the Government Implementation Plan.

Copies of Governor Kernan's Executive Order 03-27, the late Governor O'Bannon's original Executive Order 99-07 and other background information are available on the Greening Web site at [www.IN.gov/greening](http://www.IN.gov/greening). The full text of Greening Indiana's Government: A Plan to Implement Executive Order 99-07, as well as the First Greening the Government Annual Report are also available on the Greening web site.



## Employee Education and Reward System

There were approximately 35,000 state employees working throughout Indiana in approximately 900 different locations as of December 31, 2003. Over 13,500 of these state employees work within Marion and the contiguous counties. State employees work in over 60 different agencies and provide a vast array of government programs and services. New and on-going GTG education efforts are targeted to this diverse group of people and have included the following:

*GtG Web site:* The GtG Web site was unveiled in April of 2000, and is accessed at [www.IN.gov/greening](http://www.IN.gov/greening). In the spring of 2003, the GtG Web site design template was updated and integrated within the Indiana Department of Administration's home page at <http://www.in.gov/idoa/greening/>. Currently, the Web site can be accessed from either address.

- The comprehensive Web site features general background, various program participation specifics and training materials, printer-ready posters, success stories and links to community and related resources.
- Training materials for specific audiences are currently on the Web site and include:
  - Recycling logistics for state employees working at the Indiana Government Center (IGC) and at other state offices within Marion County.
  - Procurement Agent information, with environmentally preferable, energy efficient and recycled-content products purchasing details.
- Between January 1, 2001 and December 31, 2003, the GtG Web site had a high of 34,183 hits in July 2002. Other months have seen page hits in a range of 7,948 to 34,183 per month, with an average of 18,485 hits.
- From results of the Greening the Government Annual Survey, the vast majority of agencies responded that the Web site is very useful for their own Greening efforts.

*Focused Training:* On-going training efforts continue for specific Greening Plan provision. These efforts have included:

- Agency Greening Coordinators (AGCs): Meetings are held every three to four months or as needed. In addition to meeting, AGCs are sent periodic email updates, which they then forward to their agency staff as appropriate. Agency Greening Coordinators surveyed indicated that for the most part, the frequency of meetings and updates are sufficient to help in their task of informing their agency staffs about program activities. The database of Agency Greening Coordinators is managed by the Greening Program Director.
- Facilities Staff (IGC): Continued meetings and training refreshers with Indiana Government Center facilities staff and crews occur on an as-needed basis.
- Procurement Staff: New procurement agents receive a Greening lesson as part of their training workshop and information is also available on the Greening Web site. Periodic targeted Greening articles are also included in the "Buy-Line" newsletter for procurement agents.
- Human Resources: Agency Greening Coordinators have received program information that many share at their agencies' new employee orientations.

*Special Projects:* To draw attention to Greening efforts and to show support for related community-based efforts, the Greening Program continues to participate in several special projects, including:

- Earth Day: Special educational exhibits were set up in the Indiana Government Center cafeterias in celebration of this April 22 anniversary. The Department of Natural Resources donated tree seedlings that were given to attendees. In addition, Greening information was provided to GtG Taskforce agencies that hosted booths at community events. Reused audiocassette tape cases collected in the IGC recycling program were easily converted to business card / note paper holders and were given out as Greening re-think / reuse promotional items.
- America Recycles Day (ARD): Culminating annually on November 15, ARD reminds and encourages consumers to buy new recycled-content products as an important part of the recycling cycle. Greening program staff participates in various community ARD events with the goal of sharing the news that Indiana state government purchases a wide variety of recycled-content products. An outreach event, showing a variety of recycled-content





products available in a home-improvement retail store was coordinated in 2002. A juried, recycled-content theme art competition and exhibition was coordinated in 2003.

*Community Outreach:* In an effort to share our experiences with others, general logistical and technical assistance has been provided to others working on their own programs or wishing to share information. Presentations describing the Greening Program have been made at various conferences and meetings sponsored by the Indiana Recycling Coalition, the Mid-America Council of Recycling Organizations (MACRO), the Hamilton County (Ohio) Environmentally Preferable Purchasing Conference, the National Recycling Coalition, the Indiana Construction Roundtable, the League of Women Voters of Indianapolis, various Indiana schools and solid waste management districts and others.

The Greening Program Director and Taskforce Co-Chair are active in numerous organizations in order to share information with colleagues in other states. These organizations include the National Recycling Coalition, the Mid-American Council of Recycling Officials (MACRO), the Air & Waste Management Association, the Association of Indiana Solid Waste Management Districts, the United States Green Buildings Council, the Great Lakes Pollution Prevention Roundtable, the EPA Region V Mercury Workgroup and the Environmental Council of States. In addition both are active in various Greening topic listserves and similar networks.

*Agency Greening Coordinators and other internal "Green Teams" working in several larger agencies are great resources and critical links between the Greening Program and state employees in their designated work places.*

*Thanks to these state employees for doing their part and helping their colleagues to keep Indiana Green!*

*Agency Greening Coordinators' (AGC) network:* The Agency Greening Coordinators are state employees working in their respective offices who assist with recycling and Greening Program efforts. A vast majority of AGCs have email access, and as such, receive regular communications which they share with others in their offices. Currently, there are over 150 AGCs in the database managed by the GtG Program. In addition, several larger agencies, such as the Department of Correction, the Indiana Department of Environmental Management and the Department of Transportation each have their own internal networks or Green Teams who coordinate directly with their designated GtG Taskforce member on recycling and Greening programs.

*Recognition – The Governor's Awards Programs:* The 2001, 2002 and 2003 Governor's Awards for Environmental Excellence included a "Greening the Government" category designed to recognize state employees, agencies or facilities that are going "above and beyond" in their environmental efforts. Winners include:

1. 2003 Governor's Awards for Environmental Excellence:
  - Medaryville Correctional Facility was recognized for their efforts to recycle an entire storage building and to remediate a contaminated lagoon.
2. 2002 Governor's Awards for Environmental Excellence:
  - The Indiana Department of Transportation, Southern Indiana Solid Waste Management Districts and Purdue University were recognized for their cooperative effort to recycle community-generated glass cullet for road-building applications.
3. 2001 Governor's Awards for Environmental Excellence:
  - Plainfield Correctional Facility was recognized for comprehensive recycling and composting programs.
  - Pokagon State Park was recognized for their recycling efforts.



- Mr. Max Todd, of the Indiana Adjutant General's Office was recognized for individual achievement to further recycling and greening within the AGO's facilities throughout Indiana.



## Reuse and Recycling Activities

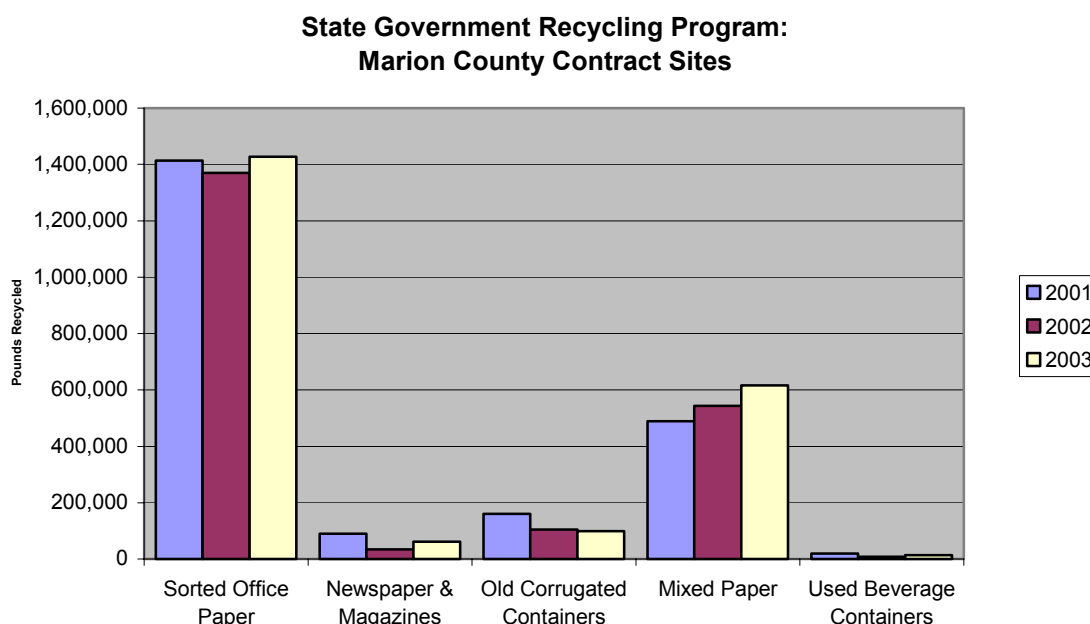
A variety of source reduction, reuse and recycling activities are currently in place in State facilities. Other efforts to enhance the current programs will be implemented as feasible.

*Reuse Efforts:* Various mailing supplies are reused on a regular basis, including packaging materials and mailing tubes through the Indiana Government Center's Central Mail system. Inter-departmental envelopes are also reused, with the distribution managed by Central Mail staff. Agencies are also encouraged to reuse supplies within their offices. In 2002, the Indiana Department of Environmental Management organized an internal supply exchange to reuse extra office supply materials and as of early 2003, twenty-six other agencies reported that permanent "Green Rooms" had been established. Green Room coordinators share excess gently-used supply inventory with other agencies and as needed, post "materials wanted" requests.

A wide range of furniture, computers, parts and other supplies are regularly reused by other state agencies through the Indiana Department of Administration's State Surplus Operations. Items that are no longer needed by state agencies are periodically sold to local units of government and also at sealed bid public auction. In addition to participation in the Marion County office paper recycling program, scrap metals are sold instead of being disposed of.

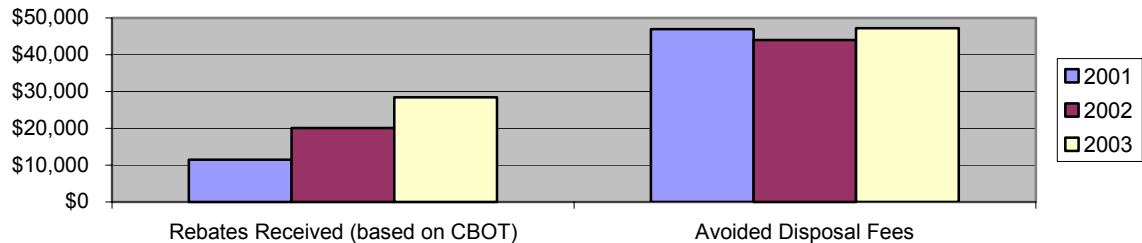
*Recycling at the Indiana Government Center and within Marion County:* The Greening Program manages a recycling contract for state of Indiana facilities located within Marion County. This program began in the early 1990s. Program goals include providing excellent service to all participating sites, increasing program efficiencies, reducing contamination, further reducing disposal requirements and aiming for best possible rebates. The contract now includes strengthened confidential document provisions due to updates to the Health Insurance Portability and Accountability Act which became effective in 2003. Facilities Management staff at the Indiana Government Center collect materials in-house, while at other Marion County locations, volunteer Greening Coordinators or staff supplied by landlords provide internal material moving logistics.

The chart below shows the amounts of materials recycled in calendar years 2001, 2002 and 2003 through the state government recycling contract established for State facilities within Marion County:



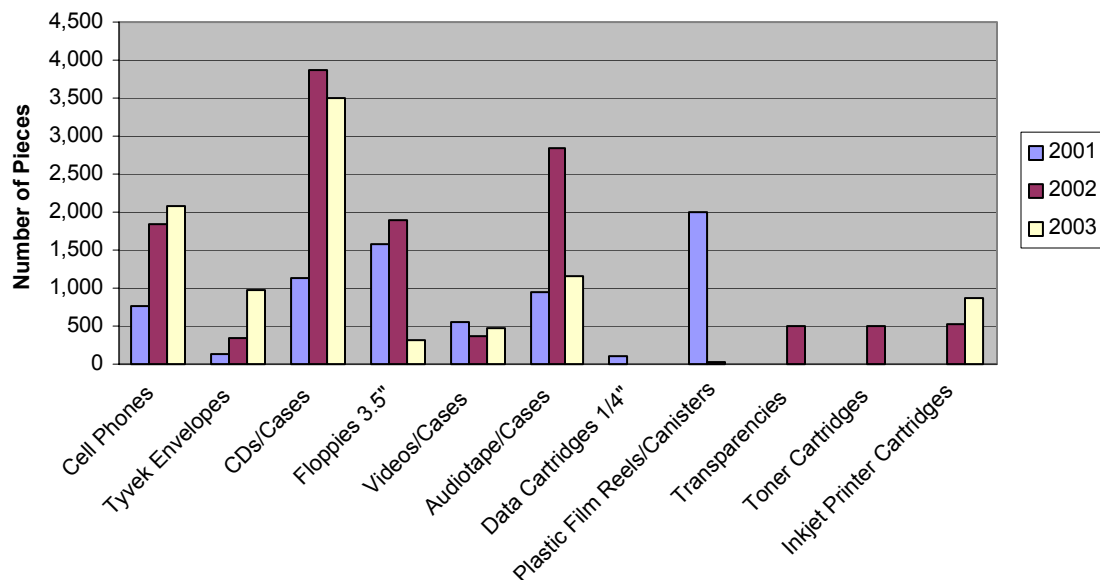
The GtG Program receives percentage rebates from the sale of recyclable paper based on official pricing of the Chicago Board of Trade. In addition, estimated avoided disposal fees were also realized because the materials were not being sent to disposal facilities.

### Direct Revenues (Rebates) and Savings (Avoided Disposal Fees) State Government Recycling Program - Marion County Sites



The recycling programs continue to be enhanced, with additional odd materials collected on a case-by-case basis. Additional materials recycled during this time period include greeting cards, telephone books, hardback books and the additional materials noted in the chart below.

### Other Items Recycled at the Indiana Government Center via Greening the Government Programs



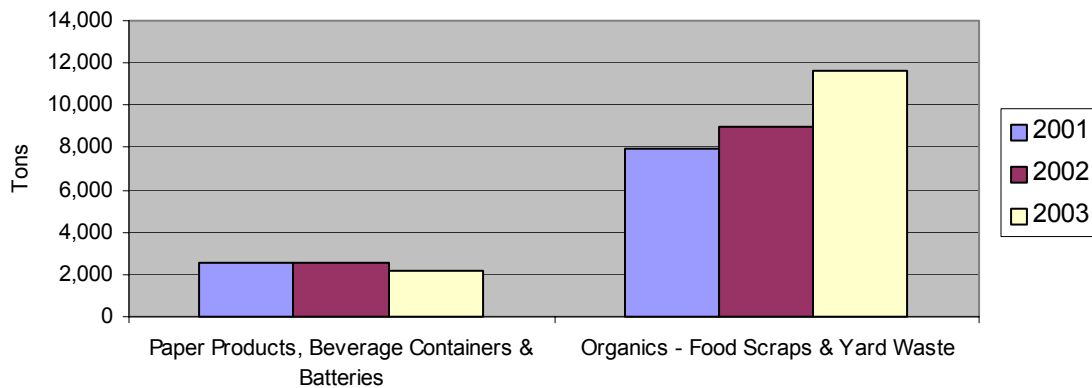
*Recycling in State Facilities outside of Marion County:* Greening Taskforce members representing the state's largest agencies work in various ways on Greening efforts at their facilities outside of Marion County. Several larger agencies have developed internal recycling networks to implement programs. As of spring of 2000, over 291 locations representing the largest state agencies reported some variety of in-house recycling program. Smaller location information is not currently available. Locations throughout Indiana



are encouraged to establish or enhance programs depending on local programs and service options and most agencies report good participation in organized reuse and recycling efforts.

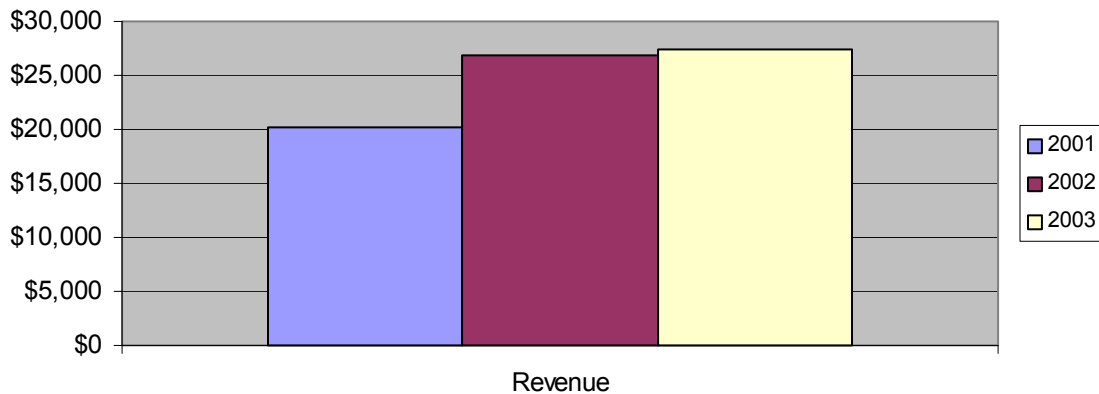
The two largest agency programs are within the Indiana Department of Correction and the Indiana Department of Transportation. The Indiana Department of Correction (IDOC) has put in place comprehensive recycling and composting programs which are operated by offenders. These agency-wide efforts are often an integral part of the work and educational curriculums designed for correction facility offenders. The totals recycled, since 2000, are represented in the chart below.

### Indiana Department of Correction Recycling and Composting Programs



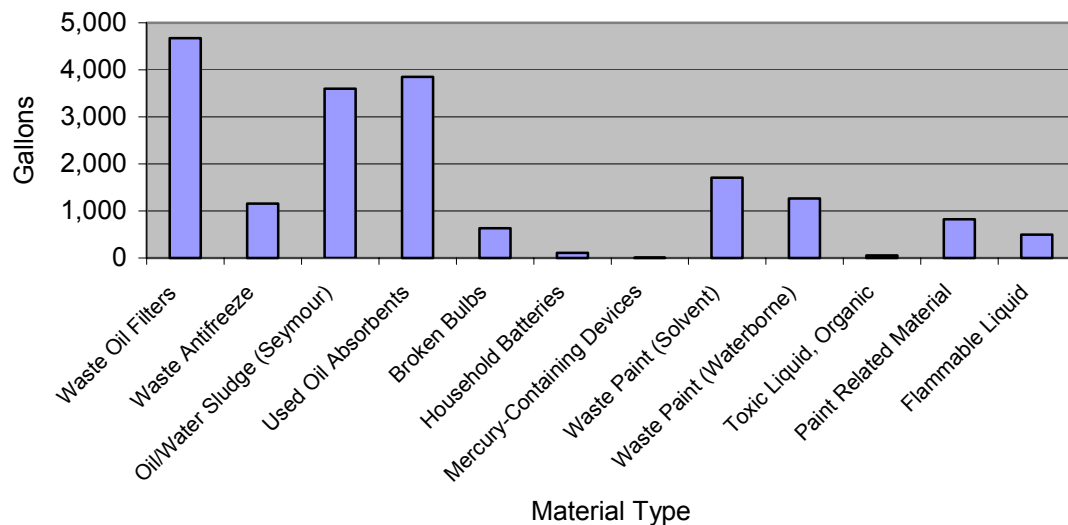
The IDOC total revenue from the sale of recyclable material depends on market and volume prices and is seen in the chart below. These figures include money from all facilities. Some of these monies go to local charities, offender recreation funds, or the IDOC recycling account. Some of the money from the sale of recyclables goes back to the facilities in the form of a rebate to offset the cost of collection and transportation by the recycling vendor.

### Indiana Department of Correction Recycling and Composting Revenues



In addition to participation in on-going recycling programs for paper, beverage container and other office-generated materials, the Indiana Department of Transportation (INDOT) recycles tremendous amounts of road-building and maintenance materials. In calendar year 2003, an estimated one million tons of concrete and recycled asphalt pavement were recycled. Over 500 tons of scrap and whole waste tires and over 50,850 gallons of waste oil were also recycled. Additional materials recovered for recycling from INDOT operations are noted in the chart below:

**INDOT Waste Recycling - Calendar Year 2003**



A number of new inter-agency recycling programs have been developed. A cooperative scrap metal recycling agreement is now in place between the Indiana Departments of Administration and the INDOT. Since many local INDOT sites already recycle scrap metal, other state agencies throughout Indiana can now also recycle their own miscellaneous scrap metal via INDOT's programs. The Indiana Commission on Public Records also established an all-agency recycling program for microforms.

*All State Agency Quantity Purchase Agreements for the Recycling of Batteries, Mercury Containing Items and Inkjet Printer Cartridges:* State agencies can recycle their batteries through community-based programs or through a program offered via the State's office supply contract. An all state agency quantity purchase agreement is currently in place for recycling of fluorescent bulbs and other mercury-containing devices. A voluntary inkjet printer cartridge recycling program is also available to all agencies, with proceeds benefiting the Greening Program.

*A vast array of recycling and composting programs exist within state facilities throughout Indiana. Whether at a campground, a prison or the Government Center, participants are pitching in!*



*Excess Food Programs:* Sodexo, the Indiana Government Center food-service vendor, continues to work on operational changes that reduce food waste. In addition, Sodexo participates in a national program to donate rescued food to local community food banks. Although excess prepared food is not donated due to food safety and handling constraints, items such as overstock or unopened dented cans are donated.

In 2003, various facilities of the Indiana Department of Correction donated in excess of two tons of usable food to local community food banks and missions. In 2002, over nine tons of usable food was donated. Unusable food waste is also vermicomposted (composting utilizing red worms as part of a food waste reduction and horticultural education program) at several Indiana Department of Correction facilities.



## Environmentally Preferable Purchasing

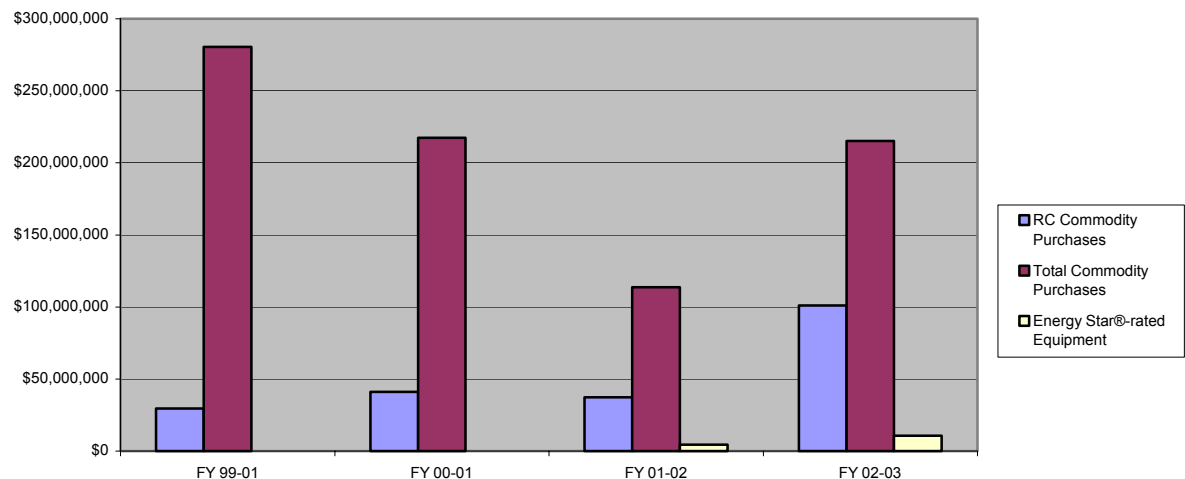
The Greening the Government Plan includes environmentally preferable purchasing requirements that will be managed by the Indiana Department of Administration's Procurement Division. Other agencies are also working to purchase environmentally preferable products, primarily defined as containing recycled content, conserving energy or being non-toxic.

**IDOA Procurement Annual Report:** The chart below notes State Government purchases of recycled-content products over the past four fiscal years. These figures are reported annually to the Indiana General Assembly. The overall recycled-content percentage of total for FY 99-00 was 11%. In FY 00-01 the total increased to 19%. In FY 01-02, this amount further increased to 33% and in FY 02-03, the total was 47%. These overall increases have resulted, not only from adding recycled-content items to commodity specifications, but also to improved reporting of such purchases.

A wide range of products were purchased made from steel, aluminum, plastic and paper, including office supplies, re-manufactured toner cartridges, license plates, historical markers, trash can liners, printing paper, and re-refined oil, retread tires, file cabinets, dust rags, corrugated boxes, business furniture, batteries, highway signs, and other paper and paper products.

In an effort to conserve energy, the State also began purchasing Energy Star®-rated equipment, such as copiers, printers and computer equipment.

**Indiana State Government Recycled-Content Products and Energy Star(R)-Rated Equipment Purchases**



**Statewide Quantity Purchase Agreements (QPAs):** The Indiana Department of Administration's Procurement Division negotiates QPAs when the State of Indiana purchases significant quantities of a specific commodity. In some instances, QPA pricing is also available to local political subdivisions, thus expanding the positive environmental impact of these contracts.

A number of QPAs have been in place for recycled-content and environmentally preferable products, including 30% post-consumer recycled-content paper, re-manufactured toner cartridges, re-refined motor oils, re-tread tires, re-manufactured cubicle walls and furniture, trash can liners, promotional items and a vast selection of recycled-content office supplies available through the State's designated office supply vendor.

In addition, printing requests should specify a minimum of 30% post-consumer paper. Product specifications for a minimum of 25% total recycled-content in new carpeting installation have been developed by the Department of Administration's Public Works Division and various re-carpeting projects





at the Indiana Government Center and other state facilities have used these specifications. For re-carpeting projects, specifications for the recycling of the old carpet being removed have also been developed and utilized.

Restrictions are in place on purchasing new mercury-containing devices unless mercury-free options are not available. QPAs for various cleaning products via Prison Enterprises (PEN Products) are evolving towards environmentally preferable options. Integrated pest management language has also been developed for pest control service contracts. And the QPA for paints includes products that are suitable to properly maintain CCA-treated lumber products currently in service at state facilities.

Procurement specifications and guidelines require that purchases of new office equipment be Energy Star®-compliant.

Availability of other evolving products with environmental attributes, such as chlorine-free paper and sustainably harvested wood products are monitored for future purchasing opportunities.

The Greening Program actively works with the Indiana Department of Commerce's Energy and Recycling Office to educate potential state purchasers and others about the availability of environmentally preferable products, especially those from Indiana companies with listings on the Department of Commerce's web site.



*Indiana Department of Transportation (INDOT) Road Construction Projects:* INDOT continues to be a leading state government agency working to minimize the amounts of waste discarded from its facilities. As seen in the previous section, concrete and asphalt continues to be recycled, a practice which was begun 15 to 20 years ago. When the roads and highways are milled before resurfacing, a certain percentage of milled material is recovered and reused in the production of the new road surface. This practice is and has been utilized for the approximate 20 thousand miles of state roads and highways under the jurisdiction of the INDOT.

INDOT Vincennes District partnered with southwestern Indiana solid waste districts and the Indiana Departments of Environmental Management, Commerce and Administration to develop a solution to utilize ground glass from local community recycling programs in culvert/pipe road construction applications.

An additional test embankment project, in cooperation with Purdue University, was done in the LaPorte INDOT District. This project incorporated tire shreds with soil fill. Investigation and testing to incorporate coal combustion by-products, foundry sand and steel mill slag in road projects has also been put into place.

*Requirements for doing business with the State of Indiana:* The Indiana Department of Administration requests that all bids and proposals submitted to the State to be double-sided and printed on 30% post-consumer recycled paper or tree-free paper, and printed with soy ink when possible.



## Pollution Prevention and Energy Efficiency

The Greening the Government Plan includes provisions to increase energy efficiency and to prevent pollution within state operations.

*Energy Efficiency:* The State of Indiana, through the Indiana Department of Administration, joined the United States Environmental Protection Agency's Energy Star Partnership in the fall of 2000. This partnership works to improve energy efficiency in overall building construction, building facilities equipment and office equipment. In addition, personal energy conservation actions are promoted. In 2001, a preliminary Energy Star benchmarking study was done for the Indiana Government Center and potential energy upgrades are now being considered. In addition, in 2001, a general lighting retrofit project was completed at the Indiana Government Center and was designed to reduce energy consumption by one third, reduce the number of fluorescent bulbs used and increase the overall available lighting.

The Greening Program continues to provide posters and other educational materials to remind state employees to save energy by turning off computers, lights and other equipment when not in use.

*Construction and Deconstruction Guidelines - Green Buildings:* Indiana state government continues to move in the Green building direction. Green building opportunities are considered for all new construction, renovation, upgrade and deconstruction projects of the Department of Administration's Public Works Division. The Public Works Division has incorporated requirements for Architects and engineers to utilize sustainable design practices and green building products and procedures into its "Designer Manual" and "Standards for Design and Construction". These changes comprehensively address areas of construction and deconstruction, such as eliminating the introduction of hazardous materials, reducing the use of products that produce volatile organic compounds, recycling construction waste and salvaging materials for reuse. The language for these publications is available on the Public Works Web site at <http://www.state.in.us/idoa/pwd/>.

The State Office Building Commission (SOBC) works on many larger state projects. The SOBC is using the United States Green Building Council's (USGBC) comprehensive Leadership in Energy and Environmental Design (LEED) program for the Isaac Ray Treatment Center (Logansport State Hospital) and the Southeast Regional Treatment Center (Madison State Hospital). These green buildings will be the first such facilities in Indiana. The newest project using LEED is the Indiana State Police / Indiana State Department of Health Toxicology Laboratory Building to be built in Indianapolis. These projects are designed from the beginning to minimize negative environmental impacts, both during construction and for the expected lifetime of the buildings.

The State of Indiana, through the Department of Commerce's Energy and Recycling Office and the Greening Program, joined the national USGBC and is taking an active role in the formation of an Indiana Chapter. This new Chapter provides excellent outreach and networking opportunities with others working in various building trades. Other state agencies, via this membership, can also receive USGBC membership benefits and training.

Other projects during this time period include:

- Evansville State Hospital: This renovation project incorporated autoclave aerated concrete, a building material with high recycled-content and also included a tree conservation project.
- Indiana State Library: This renovation project included lighting upgrades and on-site sorting and recycling of suitable construction and deconstruction materials.

*The State of Indiana continues to move in the Green Building direction. Several large projects are using the United States Green Building Council's comprehensive Leadership in Energy & Environmental Design (LEED)<sup>TM</sup> program – and are "firsts" for Indiana!*



*Mercury:* In February 2001, 58 agencies' facilities and procurement managers received mercury assessment and recycling information. A list of items that could potentially be found in state buildings/facilities that contain mercury was given out along with educational information. The Department of Administration developed an All State Agency Service Agreement for the collection of mercury containing devices, including used fluorescent light bulbs.

In November of 2003, the Greening Program worked in partnership with IDEM and the City of Indianapolis to host a "Go Digital" Mercury Thermometer Exchange Program for state employees and agencies at or near the Indiana Government Center. Agencies at or near the Indiana Government Center were also asked to check to be sure mercury-containing items, if found in their facilities, were brought to the exchange site for proper recycling.

*Lead:* No new work has been done in this area since information and a sample lead assessment was previously given to agencies.

*Pollution Prevention:* Building Equipment Operations and Maintenance Procedures: Generally speaking, each institution has it's own Building Equipment Operations and Maintenance Procedures which are based on the specific particulars to the site. These procedures encompass both energy efficiency and preventive maintenance areas, and vary widely among facilities. Work in this area is done as opportunities present themselves.

The Greening Program worked with IDEM to educate State agencies and PEN Products about the health and environmental issues of chromated copper arsenate (CCA)-treated lumber. Agencies were provided with a self-assessment tool. An all-state agency Quantity Purchase Agreement for paints includes maintenance products designed to seal CCA-treated lumber products which are currently in use.

*Vehicle Maintenance and Collision Repair Facilities:* The Indiana Department of Environmental Management previously offered training workshops for facility personnel during the fall of 2000. These workshops focused on pollution prevention and recycling strategies. In addition, paints and solvents can be recycled through a Quantity Purchase Agreement that is available for servicing solvent sinks. The Indiana Department of Transportation installed a new parts washing and filtering system that conserves and reuses non-hazardous mineral spirits.

*Integrated Pest Management:* The Indiana Department of Environmental Management previously provided training in late 1999 to food service staffs in the Indiana Government Center on ways to reduce pesticide use in state offices. These workshops focused on using integrated pest management strategies that begin with good hygiene practices in facilities, followed by the use of target pest baits and traps, and then utilizing chemical sprays as a last resort. In addition, 58 agencies' facility and procurement managers received specific training in a February 2001 Greening workshop.

General state employees are also provided with reminder tools to keep areas clean and free of food materials and wastes in order to prevent the need for pest control. Integrated Pest Management specification language was also developed.

Landlords for state offices in leased buildings received a letter and survey about several Greening topics in the fall of 2000. Integrated pest management information was also included.

*EMS Pilot Projects:* Environmental Management System Pilot Projects, a comprehensive system to manage all of a facilities' environmental issues and address the issues in a logical fashion for state facilities, coordinated by the Indiana Department of Environmental Management, were begun at the following three State facilities: The Indiana Department of Administration Motorpool; the Indiana Department of Transportation and the Indiana State Board of Health. Due to staff and budget constraints, the EMS projects were put on the back burner. A new site for the Indiana State Motorpool is now re-visiting this work and considering various green features for incorporation into the new site.

*Alternative Fueled Vehicles and Vehicle Operation:* The State of Indiana has an estimated 10,000 total vehicles, of which approximately 500 are passenger vehicles operating on alternative fuels such as Ethanol 85 (E85) or natural gas. Beginning in 2002, the Greening Program worked with the Indiana Department of Commerce on the "Drive Green, Save Green" Ethanol-85 incentive program to encourage state fleet



vehicles to use more E-85 fuel in alternative-fueled vehicles. When refueling at the Motorpool, agencies could purchase E-85 at 50% cost savings.

Previously, there was only one E85 re-fueling site in Marion County, located at the Motorpool site and a second public re-fueling site in Evansville. The Greening Program worked with both the Indiana Department of Commerce and the City of Indianapolis to develop a new city-owned Ethanol-85 re-fueling site where State of Indiana fleet vehicles can also re-fuel. This convenient site, located south of the Indiana Government Center in Indianapolis, opened in April 2003 and is accessible 24-7. In addition, there are two natural gas refueling sites in Marion County.

Information about refueling options is available to vehicle operators. In addition, when new vehicles are purchased, the corresponding miles per gallon fuel efficiency rating information is requested from prospective vendors.

#### *Greening Public Places:*

- Indiana State Fair: A recycling collection program to collect plastic water bottles and old corrugated containers finished its fourth year at the 2003 Indiana State Fair. During the twelve-day event, 40% recovery of water bottles was achieved. This effort is coordinated by the Greening Program, in partnership with other state agencies and community organizations.
- Indiana Department of Transportation Rest Stops. The Greenfield, Indiana highway rest stop was remodeled in late 2000 and in addition to other improvements, now includes recycling bins which are serviced by a partnership with a local non-profit group. Recycling at additional rest stop locations is being pursued as waste management contracts are bid in the future. Implementation of these programs, which will feature INDOT's brightly colored "Roady Recycler" mascot, depends on available funding for purchasing of recycling receptacles.
- DNR Campgrounds. As of early 2000, 24 DNR park sites reported recycling programs, primarily for aluminum beverage cans. Pokagon State Park's more aggressive program received a Governor's Award in Environmental Excellence in 2002. Raccoon Lake State Park enhanced campground recycling in 2003. Personnel and financial constraints make expansion of these programs a challenge.



## Employee Transportation Options

The Greening the Government Plan encourages employee transportation options to reduce the negative environmental impacts of commuting via single-occupant vehicles. These policies benefit the environment by reducing the amount of commuter miles driven by employees, which reduces use of nonrenewable fuels, results in fewer ozone-causing emissions and also results in less traffic congestion.

### *Telework and Alternative Work Schedules and Policies:*

The State has approved Telework and Alternative Work Schedule Policies, which Agencies are encouraged to implement to meet the Agencies' needs. One Agency is currently implementing the Telework Policy, which allows employees to work from home offices. An additional twenty-nine agencies and offices are implementing Alternative Work Schedule Policies, which result in eight-day or nine-day bi-weekly work schedules instead of the traditional ten-day work schedules for employees. For various reasons, not every section or supervisor within a given agency with an AWS policy participate in the program.

*Carpooling Program / Statistics:* The Indiana Government Center continued a preferred parking carpooling incentive program. Employees can sign up on the Web site or by calling 234-POOL. The Indiana Department of Environmental Management manages the program's database. The Greening Program is also working with community programs to foster increased carpooling opportunities in the central Indiana area. Many surveyed agencies note that employees carpool to meetings as possible.



### *Parking Cash-outs / Bus Programs:*

Other incentive programs to encourage employees to find alternatives to single-occupancy automobile travel to the Indiana Government Center continue to be monitored. During the Hyperfix interstate repair project during the summer of 2003, additional carpooling, bus and bicycling promotions were done. The Greening Program worked with the Indiana Department of Transportation to install and promote the use of bicycle racks at the Indiana Government Center, and participated in "Bicycle to Work" promotions.



## Greening the Government Program Management

*Overall Management.* The Greening Program is managed within the Operations Division of the Indiana Department of Administration. Program staff currently consists of the Director. From 2000 – 2002, an assistant also worked on Greening projects. Due to staffing constraints, this assistant position has gone unfilled and instead, other Department of Administration employees were recruited to assist on specific projects as available. Creative partnerships with other agencies and community organizations help to get the work done. Student intern or contractor assistance may be considered for future projects.

The Greening the Government Taskforce, consisting of representatives from the State's twelve largest agencies, provides valuable assistance, feedback, ideas and direction on various projects. The Greening the Government Executive Committee consists of the Commissioners of the Departments of Administration and Environmental Management, a liaison from the Governor's Office, the Director of Policy and Assessment from the Department of Environmental Management and the Greening Program Director. The Executive Committee meets regularly to review broad Greening issues and policies.

*Assistance to Agencies.* In addition to technical assistance, the Greening Program began an incentive grants program to provide up to \$1,000 to state agencies needing seed moneys for new or expanding Greening efforts. The funding source for this program is the recycling rebates received in the Marion County State Government Recycling program. Funded incentive grant projects include:

- Indiana School for the Deaf recycling program
- Indiana Department of Environmental Management Greening Information Bulletin Boards
- Department of Natural Resources rechargeable battery project
- Department of Natural Resources recycled-content plastic parking stops pilot purchase
- Indiana Department of Transportation "Roady Recycler" educational campaign and posters
- Indiana Department of Correction desk-side recycling bins for facilities in northern region of Indiana
- Indiana Department of Environmental Management "Paper Recycling from Home" project
- Raccoon Lake State Park campground recycling program





## Recommendations and Areas for Further Exploration

Indiana's Greening the Government Program has made much progress since it began. In addition to continuing the current activities of the Greening the Government Plan, several other areas have been identified for future exploration, review or implementation.

### *Educational Efforts:*

Enhance and increase strategic education outreach and marketing efforts about Greening Programs, both to state government employees and others. Remind people that there are many programs in place that are easy to use. Measure success of these efforts as feasible.

- The Greening the Government Web Site is at [www.IN.gov/greening](http://www.IN.gov/greening)
  1. Update the searchable facility Greening database, using facility-generated on-line updating features if possible;
  2. Enhance Greening training presentations; and
  3. Develop materials or other specific information targeted to external vendors and landlords of leased facilities about the Greening Program and its goals.
- Strengthen outreach to non-state of Indiana organizations about the Greening Program, specifically encouraging and serving as a technical resource to Indiana communities who are developing and implementing "Greening the Local Government" programs.

### *Recycling Collection:*

- Strengthen and enhance recycling collection programs at state facilities. Encourage State employees who telework and who do not have home-based recycling programs to bring their recyclable papers into the office for inclusion in office recycling programs. Conduct waste audits at several larger sites and further develop measurement methods.
- Actively work with State Surplus and other appropriate agencies and stakeholders to properly recycle the large number of old computers that can not be reused. To reduce future end-of-life liabilities, work with procurement staff to specify environmentally preferable equipment when feasible.

### *Environmentally Preferable Purchasing:*

- Continue to encourage and promote reusable items for State uses.
- Discuss the use of compost and waste tire-derived landscaping products at state facilities.
- Continue to look for Environmentally Preferable Purchasing opportunities for commodities and services purchased by the State.
- Review policies and opportunities to encourage the state's to purchase commodities and services from environmentally responsible vendors.
- Work with Indiana Department of Administration's Procurement Division to refine any Greening Program-related issues included in the new eProcurement program (i.e. tracking of recycled-content or Energy Star®-rated purchases; the ability to restrict non recycled-content purchases, etc.).

### *Pollution Prevention and Energy Efficiency:*

- Continue to work with Indiana Department of Commerce Office of Energy Policy and other agencies to implement measures in support of our Energy Star Partnership agreement. For example, work to determine some baseline energy consumption in various state facilities and provide additional training to State government employees as needed and pursue Energy Star benchmarking of buildings and facility upgrades.

### *Employee Transportation Options:*

- Continue promotion of the Indiana Government Center Carpooling program, and look for opportunities to partner with regional carpooling, vanpooling and other multi-passenger shuttle transportation options. Consider commuter choice benefits program for state employees as community-based alternative transportation options expand.

### *Greening Program Management:*

- Continue to provide exemplary programs and service to all agencies based on needs and feedback.



- Continue active involvement in the Greening Taskforce and Agency Greening Coordinators networks.
- Continue to work closely with the Greening Executive Committee to ensure information exchange and sound policies.
- Remind everyone that “It’s Easy to GO GREEN!” to increase awareness, enthusiasm and participation in programs.

• • • • •

*Thank you for your interest in Indiana’s Greening the Government Program.*

*Working together, we are making a positive difference for Indiana’s environment.*

*And, THANKS for doing YOUR Part to Green Indiana!*

